

Stony Brook University

Doing Business with Stony Brook University

Useful Information for New Vendors

1. Introduction



Here at Stony Brook University we want to do business with local vendors and are always looking for more partners to help us!

Interesting facts:

- We have over 20,000 students on campus; 10,000 live on campus.
- We have over 10,000 faculty, staff and support personnel working on campus

We need your goods and services to run the University!

2. Introduce yourself!

A. Fill in the Substitute W-9 Form (forms provided)

We need the general W-9 information but are also asking for contact information so we know how you wish to receive a purchase order (fax or email) and to whom it should be sent.

B. Send us a Line Card, Capability Statement describing what goods and/or services you could provide

We will forward your information to the appropriate departments.

W-9 Form

Substitute Form W-9.pdf - Adobe Reader

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Sign In

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AC 3237 (12/09)

 **NEW YORK STATE OFFICE OF THE STATE COMPTROLLER**
SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1, Legal Business Name: _____ 2, If you use a DBA, please list below: _____

3, Entity Type (Check one only):
 Sole Proprietor Partnership Limited Liability Co. Business Corporation Unincorporated Association/Business Federal Government
 State Government Public Authority Local Government School District Fire District Other _____

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1, Enter your TIN here: (DO NOT USE DASHES) _____

2, Taxpayer Identification Type (check appropriate box):
 Employer ID No. (EIN) Social Security No. (SSN) Individual Taxpayer ID No. (ITIN) N/A (Non-United States Business Entity)

Part III: Address

1, Physical Address: Number, Street, and Apartment or Suite Number	2, Remittance Address: Number, Street, and Apartment or Suite Number
City, State, and Nine Digit Zip Code or Country	City, State, and Nine Digit Zip Code or Country

Part IV: Exemption from Backup Withholding and Certification

For payees exempt from Backup Withholding, check the box below. Valid explanation required for exemption. See instructions.
 Exempt from Backup Withholding

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number (TIN).

Sign Here:

Signature Date

Print Preparer's Name Phone Number Email Address

Part V: Contact Information – [Individual] Authorized to Represent the Vendor

Vendor Contact Person: _____ Title: _____
Contact's Email Address: _____ Phone Number: (____) _____

DO NOT SUBMIT FORM TO IRS - SUBMIT FORM TO NYS OFFICE OF THE STATE COMPTROLLER

FOR OSC USE ONLY

3. Introduce Yourself (cont.)

Tell me if you have any of the following:

- New York State Office of General Services (OGS) contract www.ogs.state.ny.us
- Group Purchasing Organization (GPO) contract – a.k.a. Consortia contract
- NYS Certified Status as a Minority-Owned Business (MBE) <https://esd.ny.gov/mwbe/certification.html>
- NYS Certified Status as a Woman-Owned Business (WBE) <https://esd.ny.gov/mwbe/certification.html>
- NYS Certified Status as a Service Disabled Veteran Owned Business (SDVOB)
<https://ogs.ny.gov/Core/SDVOBA.asp>
- NYS Certified Status as a Small Business SBE <http://www.nyssbdc.org/centers/centers.aspx?centid=27>

3. Becoming a Vendor at Stony Brook University and New York State

After you have sent us your Substitute W-9 Form, please visit the Stony Brook University procurement department's website:

<http://www.stonybrook.edu/procurement/>

a. How to register as a vendor in NYS

<http://www.osc.state.ny.us/vendors/index.htm>

b. How to get paid faster by NYS:

<http://osc.state.ny.us/vendors/epayments.htm>

4. Finding Opportunities at Stony Brook University

- A. Current Bid Opportunities at SBU:
<https://www.asa.stonybrook.edu/Procurement/CurrentBidOpportunities/Vendors/Account/Login> or call Bid Clerk at (631) 632 9060
- B. Visit the campus – consider who your possible customers are and use our website to find phone #s, email addresses, etc. and set up a meeting
- C. Use the procurement website to find contact information of Buyers and Contract Officers, who might be responsible for your type of goods or services

5. Important Tips

1. Only authorized members of the Procurement Office may make awards of contracts or purchase orders for the University campus.
DO NOT ACCEPT VERBAL ORDERS
ASK FOR WRITTEN PURCHASE ORDER OR CONTRACT!

2. Some purchases are permitted with the use of a Procurement Credit Card (P-Card).

3. When submitting an invoice for payment, please include:
 - A. the Purchase Order # or Contract #
 - B. State your “remit to” address
 - C. List the commodities or services provided
 - D. Be sure to comply with the Terms and Pricing on the PO/Contract
 - E. Any freight charges over \$100 required an actual freight bill
 - F. Mail your invoice as shown on the PO/Contract (do not email!)

5. Important Tips (cont.)

4. We generally will need multiple quotes for purchases over \$2,500.00. Either our end user or a Procurement department representative will contact you. Please respond quickly, in writing, and provide all necessary information:
 - price
 - description of item with part #
 - availability (lead time)
 - shipping method
 - quote # and when it might expire
 - contact name and number

5. Stony Brook Hospital and Long Island State Veterans Home have their own Procurement departments.

SBUH Procurement: (631) 444-0671

LISVH Procurement: (631) 444-8500

6. Contacts at Stony Brook University Procurement

- **Mary La Corte** – Asst. Director, Service Contracts (631) 632 9849
- **Edith Koelln** – Purchasing Manager, Research Commodities (631) 632 6068
- **Karin Waslo** – Purchasing Manager, State Commodities (631) 632 6057

- **Alfred DiVenuto** – Accounts Payable Manager, State (631) 632 9838
- **Porshia Russell** – Accounts Payable Manager, Research (631) 632 6019

7. Conclusion

Working with our local community vendors benefits us:

- you are our alumni
- you are our student's families
- you are our neighbors
- doing business with you supports our local economy
- you care about us!

- **Thank you!**